



Professional Development



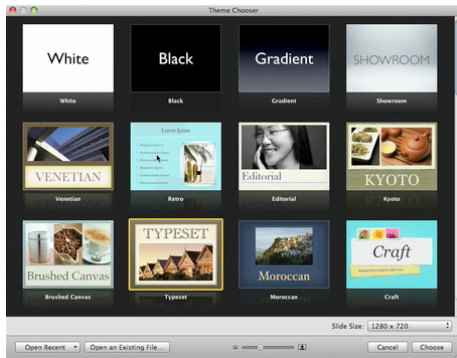
Keynote '09



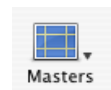
Keynote '09

Keynote is a presentation application that lets you create slideshows. You can use these slides in podcasts, make them into a movie, PDF the file, or simply show them like a presentation.

1. When you open Keynote '09 you will see the template chooser. From here you can open document or skim over the templates to see the designs.
2. Select a theme and slide size. Then select Choose.

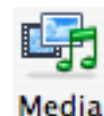


3. The first slide that appears is a title slide. To change the text, double click the writing and type your own.
4. Add a new slide with the + New button; and then use the Masters button to select a slide layout. . Add a new slide with the + New button; and then use the select the + sign on the toolbar and to add a default new slide.



5. To add media to your slide choose the Media button on the Menu bar. Then choose the type of media you would like to add from the media window, Audio, Photos, or

Movies.



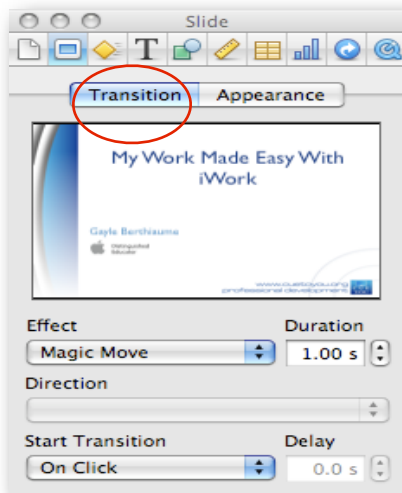
6. Drag the media you want to the new slide.
Notice you can position the media by dragging in the middle of the media or resize it by dragging a corner grab handle.
7. Add a new slide by clicking the + New button to add more slides.



Adding Transitions Between Slides



1. To put transitions between the slides, first select all the slides. Then select the Inspector from the toolbar at the top. Choose the slide icon

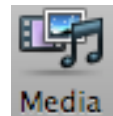


Make your transition selections.

Adding Music

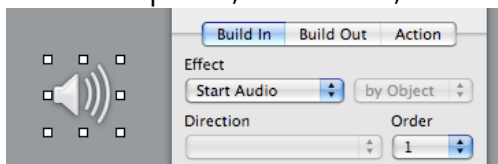
There are two ways to add music to your Keynote. You can add it to play on an individual slide, or in the background of the entire slideshow. Note: If you put it in the background of the slideshow and have movies in your slideshow you can not lower the music on that one slide during the playing of the movie.

1. To add music to an individual slide, click the media button, and choose Audio from the top of the media browser window.



2. Select the music from your iTunes that you would like to add to a slide. Drag the selection to your slide. A speaker icon, which will be invisible when you play the slideshow appears. If you want to add your own voice to a slide, make the recording in GarageBand and then "Share" to iTunes.

3. Use the Inspector, Build mode, to set when the song plays.

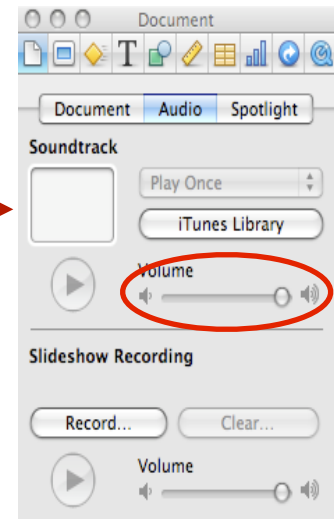




To add music to the background of a slide show

1. Open the Inspector
Drag the song choice from iTunes to the Soundtrack well.

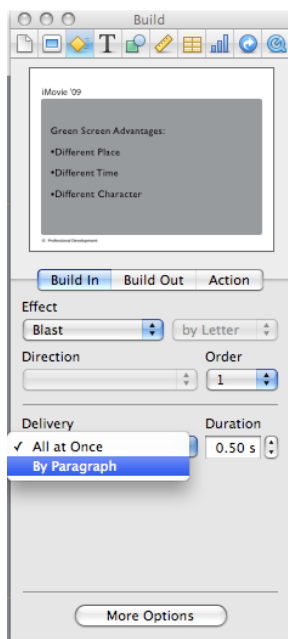
Use the volume slide to set the volume of the music during the entire slide show.



To Animate Objects on A Slide

Perhaps you have some text or media on a slide that you would like to animate. That is easy to do in Keynote '09.

1. Place the item you would like to animate on the slide, it can be text, a movie, a picture, or a graphic of some sort.
2. Select the item so that you see the handlebars around the item.



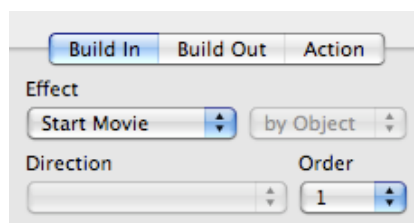
3. Click on the Inspector, then choose the Build Inspector.

4. Select the effect and direction desired.

5. If you have multiple items, such as text you would like to appear bullet by bullet, choose By Paragraph from the pop-up button.

6. In this example the text will "blast" in by paragraph. If you would like a build out effect, repeat step 4 after highlighting the Build Out menu.

7. Use this same process to have a movie play after you click the mouse, rather than when the slide appears.





Some Special Effects

Magic Move

1. Select an image on a slide. Copy the image.
2. Add a new slide with the + New button.
3. Paste the object onto the new slide and position it.
4. Go back to the previous slide. In the Slide Inspector select Magic Move.
5. Play the slides and watch the magic.



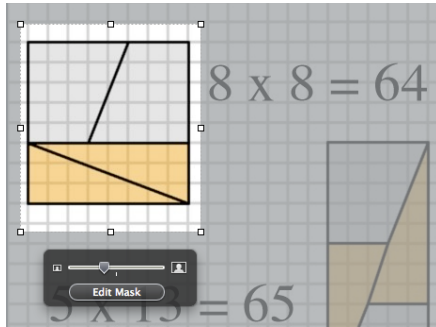
Masking and Object (making part of the image not appear)

You can crop images without actually changing the image files by masking the edges to get rid of unwanted parts or to change the outline of the image. If you don't specify a shape for the mask, by default Keynote uses a rectangular mask, but you can use any shape available in Keynote, including a custom shape that you've created with the Draw tool, to mask the edges of your image.

1. Add a Photo to a slide
2. Import the image you want to mask. See Importing Images Working with Images to learn about importing images.
3. Select the image and then click the Mask button in the toolbar (or choose Format > Mask). A mask appears over the image, and some controls appear.
4. To resize the image, drag the slider above the Edit Mask button.
5. Refine the mask by doing any of the following:
6. To resize the mask, drag the selection handles on the mask shape. To constrain the mask's proportions, hold down the Shift key as you drag.
7. To rotate the mask, hold down the Command key as you drag a corner selection handle on the mask.



8. Drag the image to position the part you want to show, or move the mask by clicking its edge and dragging it.

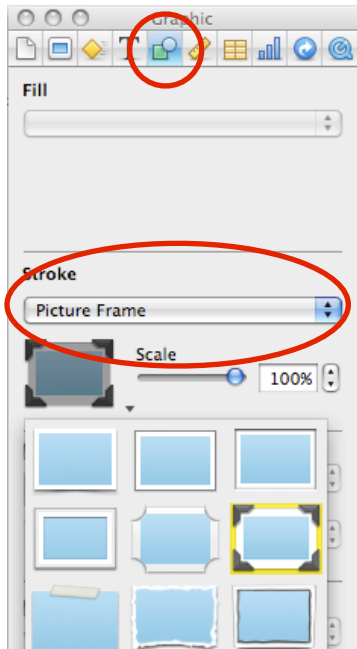


9. When you're satisfied with the position and size of your image and the mask, do any of the following to finish:

- a. Double-click the mask or the image.
 - b. Press Return.
 - c. Click outside the image.
 - d. Click Edit Mask.
 - e. To resize or rotate the masked image, drag or Command-drag its selection handles.
 - f. To change the size of the masked image, double-click the masked image, and then click Edit Mask.
- Repeat the steps above as needed.
- g. To unmask the image, click Unmask in the toolbar (or choose Format > Unmask).



To Frame an Image or Movie Using the Graphic Inspector



Placing a picture frame around a movie or picture is an attractive way to display it on a slide. To add a picture frame, use the Stroke settings in the Graphic inspector.

1. Select it, and then click the Inspector button in the toolbar to open the Inspector window. Click the Graphic inspector button in the Inspector window.
2. Choose Picture Frame from the Stroke pop-up menu.
3. Click the picture frame that appears below the Stroke pop-up menu, and select a frame style.
4. Drag the Scale slider or specify a percentage to set the thickness of the picture frame. Here is an example:



To Save Your Slideshow

1. It's a good idea to save your document often as you work. After you've saved it for the first time, you can press Command-S to save it quickly while you work, using the same settings each time.
2. To save a document for the first time:
3. Choose File > Save, or press Command-S.
4. In the Save As field, type a name for the document.
5. Select the folder where you want to save the document from the Where pop-up menu. If the location you want isn't visible in the Where pop-up menu, click the disclosure triangle to the right of the Save As field, and then navigate to the location you want to save the document. If you don't see the Where pop-up menu, navigate to the location where you want to save the document.
6. If you want the document to display a Quick Look in the Finder in Mac OS X version 10.5 or later, select "Include preview in document."

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7. If you want the document to be opened using Keynote '08 or PowerPoint, select "Save copy as" and choose the file format you want.

8. Copy audio and movies into document:

Selecting this checkbox saves audio and video files with the document, so the files play if the document is opened on another computer. You might want to deselect this checkbox so that the file size is smaller, but media files won't play on another computer unless you transfer them as well.

9. Click Save.

If the document was created using an earlier version of Keynote, you are asked whether to save the document in the same format.

To Export your Keynote Slides to Image Files (works well for showing a Keynote on your iPod)

1. Choose Share > Export and then click Images.

2. Specify whether to create a file for every slide or only a range of slides.

3. To create a separate image for each build stage, select "Create an image for each stage of builds."

4. Choose an option from the Format pop-up menu. The better the quality, the larger the file size.

5. If you choose JPEG format, use the Quality controls to specify a percentage between low and high quality.

6. Click Next.

7. Type a filename, choose a location for the files, and then click Export. Each file is named filename.001, filename.002, and so on. You can also send individual image files to iPhoto.

